

## **GUIDE TO ORGANISING AN EVENT**

The major goal for promoters of large events is to ensure that the occasion runs smoothly and is a success both financially and socially. To achieve this, it is important to develop clear guidelines for organising committees and participants. These guidelines must be developed in conjunction and compliance with local and central government rules which need to be observed, whether it is intended functions are held indoors or outdoors. It is especially important that where alcohol or food is involved in a public arena that the occasion runs smoothly and no disruption or disturbance occurs.

This document has been prepared to assist you in the planning of your event. It will illustrate areas and points you must consider before your event becomes a reality. As each event must be considered on a case by case basis the more information you can supply will ensure that the time taken to process the application is lessened.

### **Time frames**

When the idea of an event is first considered one of the obvious questions is....

#### ***Will I be allowed to hold my event when and where I want to?***

Organisers should arrange a meeting with Council staff to determine what will be required to run the event. This meeting should take place at least 2 months prior to the date of the event to allow time to comply with any legal requirements, including consultation timeframes if needed.

Where the event requires the closure of any road, street or public space, the application for closure must be provided more than 42 full days before the event.

### **PLANNING CONTROLS**

You will be advised at your first meeting with the Council if Planning Consent is required, and more information will be given regarding this process.

### **FOOD SUPPLY**

Present legislation requires that all food sold to the public is prepared on a registered food premises or an approved food stall.

#### **General duties of event organisers or managers for food**

- When an event involving more than three stalls is planned an "Event Manager" must be appointed.
- The Event Manager shall submit the following information at least 20 working days prior to the event occurring

- A plan showing the location of food stalls, location of water tap, location of waste water disposal, and toilets for food handlers.

- Information on safety rules for cooking appliances, namely the location of hot cooking surfaces and fire extinguishers/fire blankets.

- A list of proposed food stallholders. The Event Manager must direct each food stall holder to contact the Council for a food stall certificate no later than 3 working days prior to the event. Any food stall that does not hold a certificate should not be allowed to operate at the event. A currently registered mobile food premises does not require a stall holder's certificate.

· The manager of an event will support any action taken by the Environmental Health Officer to ensure compliance with this guidance and the Food Hygiene Regulations 1974.

### **ALCOHOL CONSUMPTION**

An alcohol licence is required at any event where alcohol is sold or supplied, except where it is a private social gathering (i.e. one which is closed to the public, held on private land and attended by invited guests only). Please check with the Licensing Inspector at council if you are unsure if your event needs a licence.

A Special Licence will be required if the premises is not licensed, or if the bar proceeds are not going to the licence holder of the licensed venue. If such a licence is required, please complete an "Application for Special Licence".

All Special Licences must be applied for at least 20 working days in advance of the event. Where more than 500 people are expected, the application must be applied for at least 40 working days in advance.

In order to determine whether your application meets current Carterton District Council Policy you will need to identify the proposed hours during which liquor will be sold/consumed.

For Events with over 500 attendees (or at the request of Environmental Health) the following will be required:

Establish a command post - coordinate contact with:

- First aiders
- Security/crowd control
- Complaints

Guidelines for security provision:

- At events with less than 5000 patrons: 1 security staff member per 75 patrons
- At events with more than 5000 patrons: 1 security staff member per 200 patrons

Security staff must hold a "Certificate of Approval".

Security staff shall be distinctively dressed and be in communication with the command post. The special event licence holder/security staff is responsible for preventing intoxication and sale to minors, ensuring that alcohol (and other illicit items) is not brought in to the event by carrying out bag searches. It is an offence to knowingly permit your premises to be used for prohibited drugs.

Therefore you must take reasonable steps to prevent drug use on your premises.

You are responsible for ensuring that alcohol is not taken from the licensed area, this must be monitored for the duration of the event, in particular as the event ends.



### **Alcohol Management Plan**

This will need to cover the following as a minimum:

- Site Plan
- Identify any physical risks on the site that need to be controlled
- Certified Security Personnel
- First aid provision
- A chill out zone (depending on the type of event)
- Food provision
- Litter & rubbish management
- Toilet provision
- Management controls to prevent:
  - Intoxication
  - Under-age drinking
  - Harm from drink containers
  - Drinking and driving
- Names of all duty managers working at the event
- Free drinking water must be available at a rate of 2 litres per person (or a rate of 500mls of water per person, per hour, whichever is greater). One water outlet should be provided per 500 people. These rates should have regard to the type of event held and the weather conditions. Clean drinking vessels must also be available free of charge for the water.

### **LIQUOR BAN AREAS**

The Carterton District Council has a 24 hour liquor ban in Carrington Park. This may affect your event if you intend the event to be BYO where alcohol is present. This can be discussed further with the Environmental Health team.

### **NOISE CONTROL**

The legislation that determines acceptable noise levels is the Resource Management Act/The District Plan. It is your responsibility to ensure that no excessive noise is created by your event. If excessive noise is created and seriously upsets the peace, comfort and convenience of people living nearby, an

Enforcement Officer has several options available:

- A notice may be served requiring you to cease the excessive noise.
- Together with a Police Officer they may remove or inactivate the noise source.

- Issue an Infringement Notice with an instant fine of up to \$500 if noise continues after a notice is served.
- Prosecute the offender for breach of a notice in a District Court with a guilty charge carrying a fine of up to \$10,000.

To avoid any possibility of this occurring and to promote good relations with any surrounding neighbours, you should consider the type of sound intended, the hours, location and direction of any equipment, nearby sensitive uses etc. This information should be included in your application. If your event will be using amplified sound in an urban environment, it is likely that an Environmental Health Officer will work with you to advise appropriate noise levels.

It may be a good idea to talk to Environmental Health about a mail drop to notify your neighbours.

### **BUILDING CONTROL**

Should your event require the erection of any tents or marquees please note that if one or more of these exceed 100m<sup>2</sup> in area the Building Act requires that a building consent be obtained. Depending on the number of persons likely to occupy the tent or marquee, some or all of the following features may be required:

- Marquees to be erected by experienced erectors.
- Fire extinguishers suitable for this purpose to be available at all times and their locations signed. Signs to be 2 metres from ground level.
- If marquee holds more than 100 people then Safety Officers are to be appointed to ensure the safe use of the marquee, to ensure that furniture and fittings do not block exit ways; and in the event of an emergency, control and guide occupants to safety. NOTE: Designated Officers should wear some form of identification.
- If the marquee is to be used after sunset emergency lighting as well as normal lighting is to be installed.
- Separation to other buildings and boundaries.
- Fire alarms and smoke detectors.

Once the marquee has been erected it may be required to be inspected by an officer of Council if a building consent has been issued. You will be notified when the consent is issued if inspections are required.

If you intend to use an existing building (e.g. a wool store or gymnasium) for your event check with a Council Building Inspector how many people it can safely hold.

You may also be required to apply for a Building Consent and provide a fire design philosophy and appropriate structural design details proving that the building will be safe for the number of people using it during your event.

Some aspects of fire safety law fall under the jurisdiction of the New Zealand Fire Service. Their Fire Safety Officers may be involved in the inspection process if special evacuation procedures are required.

### **LITTER CONTROL**

One of the biggest problems associated with any event, which has a great potential to cause aggravation, is the incorrect disposal of litter. Your event proposal must contain information showing the methods of litter control and disposal. Where possible appropriate containers must be placed around the site of your event to encourage the recycling of cans and paper. If you wish for any assistance in coordinating recycling efforts please indicate this in your proposal and we will be happy to assist.

### **ROAD OCCUPATION**

If your event requires the closure of roads or public space, please note at least six (6) weeks' notice is required to allow for public notification and processing. You need to speak to the Planning Department regarding this. If you anticipate that your event will have an effect on road traffic, please discuss a traffic management plan with the Engineers Department.

### **FIREWORKS**

If fireworks are to be ignited, you will need to contact the New Zealand Fire Service or Rural Fire Service. Depending upon quantities of fireworks involved, you may need a certified handler under the HSNO Act. Please contact Environmental Health for more information.

### **TOILET FACILITIES**

For the successful running of any event it is essential that adequate toilet facilities are provided for use by patrons and the event staff, as a guide use the following ratios.

Note - alcohol consumed at an event will increase toilet usage by 40%.

If you anticipate more than 9000 people at your event, or where camping is available, please contact Environmental Health for more information on toilet provision.

Your event proposal must include enough detail to show how human waste will be disposed of. If it is your intention to use a facility such as a Port-a-loo, the frequency of emptying during the course of the event and after the event has finished must be stipulated.

Number of People	<u>Hours</u>									
	1	2	3	4	5	6	7	8	9	10
0-100	1	1	1	1	1	2	2	2	2	2
250	2	2	2	2	2	3	3	3	3	3
500	2	3	3	4	4	4	4	4	4	5
1000	3	4	5	6	6	7	7	7	7	7
2000	5	8	10	11	12	13	13	14	14	14
3000	7	12	15	16	18	18	19	20	20	21
4000	10	16	19	22	24	25	25	27	27	28

5000	12	20	24	27	29	31	32	33	33	34
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### **AMUSEMENT DEVICES**

Amusement devices are required to display their current Department of Labour registration number.

A copy of the current Certificate of Registration for an Amusement Device must be submitted with the event application form and available on site. Amusement devices also require a permit to operate in the Carterton district, complete the 'Application for Permit to Operate an Amusement Device'. There fee is set by Regulation.

### **OTHER RELEVANT ORGANISATIONS**

To ensure that your event is fully covered for all eventualities it is recommended you approach the following external agencies:

- Fire Service for fire safety and evacuation controls
- First aid providers (e.g. St John's)
- Police for law enforcement issues
- Ministry of Justice for Certificate of Approval for security staff
- Public Liability Insurance

### **CHECK LIST**

- Application forms completed as required:
- Food Stall(s)
- Special Licence for the sale of alcohol
- Building Consent for marquee
- Road Closure
- Traffic management plan
- Site Plan attached
- Planning Consent